

**THE ABBEYFIELD PERTH SOCIETY LTD.
APPLICATION FORM FOR EMPLOYMENT**



PERSONAL DETAILS

POST APPLIED FOR

SURNAME..... INITIALS.....

ADDRESS.....

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POSTCODE..... TEL NO.....

EMAIL

NATIONAL INSURANCE NUMBER

SUPPORTING STATEMENT

Please give your reasons for applying, stating why you feel you are suited and what skills, knowledge and experience you would bring to the post. Please refer closely to the Job Description and ensure that you could provide evidence that you meet the criteria. Please note it is our policy that Care Staff must be age 18+.

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I understand that any appointment will be made after assessment of referees and interview, and be subject to membership of the PVG (Protection of Vulnerable Group) Scheme. There will be a six-month probationary period. No reason need be given for non-appointment.

SIGNED..... Date.....

Please return your completed application form and any enclosures to :-
The Manager
The Abbeyfield Perth Society
Viewlands House
25 Viewlands Road
Perth, PH1 1BL.

EMPLOYMENT HISTORY

Current / Most recent Employers Name & Address	Position held & Main Duties	Date Started	Date Finished	Reason for Leaving
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Current Salary Notice Required

PLEASE GIVE DETAILS OF EMPLOYMENT HISTORY FOR THE PAST 10 YEARS, IN SEQUENCE WITH MOST RECENT FIRST. Continue on a separate sheet if necessary.

Previous Employers Name & Address	Position held & Main Duties	Date Started	Date Finished	Reason for Leaving
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EDUCATION & TRAINING

Please give details of any courses/ training, vocational or professional qualifications. Also give details of all Further and Higher Education since leaving school (SVQ's)

Course title and School/College attended	Qualification or result	Course duration and when achieved

REFERENCES

REFEREES: One of your referees must be your present, or most recent employer.

NAME..... NAME.....

JOB TITLE JOB TITLE

ADDRESS ADDRESS.....

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POSTCODE..... POSTCODE.....

TEL No TEL No

May we contact prior to interview YES / NO May we contact prior to interview YES / NO

Please state from which source you first became aware of this vacancy

Equal Opportunities Policy and Monitoring

1. A Statement of Policy

Abbeyfield is striving to be an equal opportunities employer. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origins, sex, marital status, sexual orientation or disability. Selection criteria and procedures will be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

2. Recruitment Procedures

Prior to advertising posts a job description and person specification are prepared. These provide the basis for selection of candidates for interview. Shortlisting for interview is on the basis of completed application forms and their relation to the job description and person specification. It is undertaken independently by at least two people. Interviews aim to allow candidates and the panel to find out about each other through structured and common questions to all candidates and specific questions to individuals.

3. Monitoring

In order to ensure the continued development of our Equal Opportunities Policy, all applicants are asked to complete this form. The information will be used solely for monitoring purposes, treated as confidential and separated on receipt and before consideration of candidates takes place. All forms received are monitored against successful applicants and policy and practice reviewed.

a) I would describe my cultural and ethnic origin as:

- | | | | |
|-------------------|--------------------------|------------------------------|--------------------------------|
| White British | <input type="checkbox"/> | Irish | <input type="checkbox"/> |
| White European | <input type="checkbox"/> | White other (please specify) | <input type="checkbox"/> |
| Black Caribbean | <input type="checkbox"/> | Black other (please specify) | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Bangladeshi | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Other Asian group | <input type="checkbox"/> | Other (please specify) | <input type="checkbox"/> |

b) I am male / female

c) I am / am not disabled

My disability relates to :

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Signed

Date

(05/2002)
Reviewed July 2012

Criminal Conviction Declaration

As part of our recruitment policy we send all prospective employees this form to complete if necessary. All our employees are required under the Police Act 1997 to be checked for suitability to work within the Abbeyfield Perth Society.

The form should then be put into an envelope and sealed. If you are not selected for our shortlist, the letter will be returned to you **unopened**. If you are selected for the shortlist then the letter will be opened and the nature of the offences will be examined. A risk assessment and decision will then be made as to the relevance of the offence. If an interview is granted please expect questions relating to relevance or concerns that we might have.

A decision regarding selection of employee will be based on all factors, including experience, qualifications and in the case of disclosed convictions relevance to the post, length of time since conviction and age at which convictions were committed.

All employees must be members of the PVG (Protection of Vulnerable Group) Scheme. Failure to disclose a relevant offence could result in instant dismissal.

For attendance at interview we require 2 pieces of identification including your birth certificate. Evidence that displays a photograph e.g. passport, new style driving license are also excellent means of identification. Problems with evidence can be discussed either beforehand or at interview.

No candidates will be employed without thorough vetting including the above and 2 up-to-date references.

Name _____

Address _____

Conviction _____

Please continue on a separate piece of paper if necessary.

July 12